 <b>Missouri Department of Natural Resources Administrative Policies and Procedures</b>		
<b>Chapter 3 Work Environment Overtime and Overtime Compensation Policy</b>		
<b>Overtime and Overtime Compensation Procedures</b>	<b>Effective date</b>	<b>Revised</b>
<b>Number: 3.06-01</b>	<b>March 29, 2002</b>	

## REFERENCES

Fair Labor Standards Act (FLSA)

Hours of Work and Holidays: 1-CSR-20-5.010

*Related DNR policies*

Hours of Operation and Work Schedules: 3.01

Holidays: 5.06

## DEFINITIONS

*Work period:* The number of hours considered being the normal work hours for a prescribed period of time.

*Work week:* Any fixed and regularly recurring period of seven (7) consecutive days used to define the number of hours considered to be normal work hours. For most department employees the work week is defined as 40 hours of work in a consecutive seven (7) day period.

## GENERAL PROVISIONS

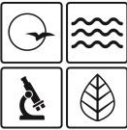
### Accrual and Compensation Guidelines

#### Category 0

A Category 0 employee who regularly works more than 48 hours per week may take eight (8) hours of compensatory time off if:

- a. The employee has worked more than 48 hours per work week during each of the previous four weeks consecutively.
- b. The employee has a satisfactory performance review.

This overtime compensation is approved by the division director or designee and must be taken within thirty (30) days from when it is approved. Eight (8) hours compensation is the maximum amount that may be accrued or used at any one time. Those employees who work a schedule of more than eight (8) hours a day will be required to adjust their work week or to use annual leave to offset the additional hours off.

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A Category 0 employee may also be granted compensatory time for work done under extraordinary circumstances. This compensation is either monetary or as compensatory time off. The supervisor makes the request for overtime compensation for a Category 0 employee for extraordinary circumstances through the chain of command to the division director.

Holidays worked by Category 0 employees will be credited on a straight-time basis to the employee's compensable holiday overtime balances.

#### Category 1

Category 1 employees may accrue compensable overtime on a straight-time basis up to a maximum of 240 hours. Any hours in excess of 240 will be paid out with the next paycheck.

Holidays worked by Category 1 employees will be credited on a straight-time basis to the employee's compensable holiday overtime balances.

#### Category 2

Category 2 employees may accrue federal compensable overtime on a time and one-half basis up to a maximum of 240 hours. This equates to 160 work hours (160 hours work x 1.5 or time and one-half = 240 hours). Any hours in excess of 240 will be paid out with the next paycheck.

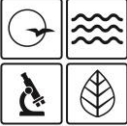
Holidays worked by Category 2 employees will be credited on a straight-time basis to the employee's compensable holiday overtime balances.

#### **Reporting and Record-Keeping**

Employees will be assigned a fixed work week of seven (7) consecutive workdays. This will permit the scheduling of forty (40) hours of work during the work week with a minimum overtime liability. The program should maintain documentation of an employee's work week.

Once established, an employee's work week or work period will not be changed unless the change is intended to be long term, generally meant to be more than 6 months. Hours worked will be calculated for both work weeks or work periods during the overlapping period to determine overtime liability.

The SAM II Human Resources database is the official record of all employee overtime. The program shall keep time sheets recording hours worked, compensable overtime earned, compensable overtime taken and leave taken for a minimum of three years.

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Each division will report quarterly to the Deputy Department Director for Operations on the accrual and use of overtime including the amount of and reason for the accrual, and payout for overtime compensation broken out by Category 0, 1, and 2 employee classifications.

Overtime worked in increments of less than one hour will be reported as fifteen minutes intervals as follows:

0-7 minutes	=	0 hour
8-22 minutes	=	15 minutes
23-37 minutes	=	30 minutes
38-52 minutes	=	45 minutes
52-60 minutes	=	1 hour

Requests for compensatory time off shall be made in the same manner as requests for annual leave.

For Category 0 employees, overtime compensation granted under the “8” hours component of this policy are handled via a LEAV adjustment in the SAM II system. For further information on how to make this adjustment, contact your program’s timekeeper. For overtime approved under extraordinary circumstances additional hours are recorded and accrued to the employee’s overtime balance.